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**Subject:** Summons/Court Time

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Just a reminder to everyone that as we continue to keep track of the number of summons scheduled for court that it is helpful if chemists provide a copy of any summons received via email to myself or Janice. A forwarded email to either of us is fine as well.

Also, I am still responsible for providing to Julie the "out of lab" hours that going to court demands of your time. She then presents this information at the Forensic Science Advisory Board meetings she attends. She presents the number of cases scheduled per month, the number of appearances, and the total hours. We are compared to the other labs as well so it is important to account for as much as we can so we can advocate for more resources. I don't monitor everyone's time, nor do I always know who is in court when, so if you could continue to provide me with those hours I would appreciate it. Again, all I need is case name, date, and the hours you want to be put in for.

Many thanks,

ELO